

DEPARTMENT OF THE ARMY
1109th Aviation Classification Repair Activity Depot
139 Tower Avenue, Groton – New London Airport
Groton, Connecticut 06340-5300

* STANDING OPERATING PROCEDURE
Number 710-8

26 March 2001

External Supply Procedures

1. **References.**

- a. AR 710-1, Inventory Management, dated 1 February 1988.
- b. AR 710-2, Inventory Management Supply Policy Below the Wholesale Level, dated 31 October 1997.
- c. AR 725-50, Requisitioning, Receipt, and Issue System, dated 15 November 1995.
- b. TB 43-0002-3, Maintenance Expenditure Limits for Army Aircraft

2. **Purpose.** This Standing Operating Procedure (SOP) prescribes the policies and operating procedures for the requisition of Class IX parts by Army Aviation Support Facilities (AASF) and their associated units.

3. **Applicability.** This SOP applies to all AASFs and aviation units supported by the 1109th AVCRAD.

4. **Responsibilities.**

a. 1109th AVCRAD. The 1109th AVCRAD is established as a Supply Support Activity (SSA) and provides Class IX, Class IX Stock Funded/Depot Level Repairable (SF/DLR), Repairable Management and other supply functions as required to provide regional support of the Army National Guard aviation fleet. The 1109th AVCRAD will establish procedures to manage and ensure proper program management for all supply functions processed through the 1109th AVCRAD.

b. State Army Aviation Officers. Provide program management for the aviation programs within their respective state. All coordination by the 1109th AVCRAD with regards to funding will be coordinated through the SAAO of the supported state.

c. Army Aviation Support Facilities. Submit requisitions for and receive parts for the maintenance and sustainability of its aviation assets.

*This SOP supersedes 1109th AVCRAD SOP # 710-8 (DRAFT), dated 9 November 2000

5. **Procedures.**

a. General Requisitioning Procedures. Customer (AASF) requisitions will normally be received from the Unit Level Logistics System – Aviation (ULLS-A) via the National Guard Bureau Communications Utility (NGBCU). For those AASFs not utilizing or unable to utilize the NGBCU requisitions can be submitted via FAX on a CT AVCRAD Supply Form 406A.

(1) Requisitions submitted via the NGBCU. This should be the primary means of submitting Class IX and Class IX SF/DLR requisitions to the 1109th AVCRAD (excluding RM and reclamation).

(a) AASFs, utilizing ULLS-A and the NGBCU, will blast their requisitions to the 1109th AVCRAD NGBCU.

(b) The blast process will occur at a pre-coordinated time by each facility. Blasts may occur at a time other than scheduled, with prior coordination.

(c) The 1109th AVCRAD will download the data from the NGBCU and process it through the Aviation Roundout Maintenance Management Information System (ARMMIS).

(d) Once blasted requests are processed through ARMMIS, they are reviewed for sufficient funds via the ARMMIS accounting module.

1. If funds are available, the requests are approved.

2. If funds are not available, the requests are placed in short-term hold (unfunded).

(e) After review for funding, ARMMIS will generate a MILSTRIP and send it to the Standard Army Retail Supply System (SARSS-1) via the 1109th AVCRAD's NGBCU. Requisitions will be processed to the USPFO SARSS-2, twice daily or as needed.

(f) USPFO will normally transmit requisitions to the National Inventory Control Point (NICP) twice daily or as needed.

(g) When AASFs blast their requisitions to the 1109th AVCRAD NGBCU, they will receive status' back on previously submitted requisitions.

(2) Requisitions submitted via the FAX, e-mail or U.S. Mail. This should only be as an alternate means of submitting Class IX and Class IX SF/DLR requisitions to the 1109th AVCRAD. The primary method (preferred) is via the NGBCU. RM and reclamation parts

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requests will be submitted via fax, e-mail or U.S. Mail only.

(a) When AASFs are unable to transmit their requisitions via the NGBCU, requisitions can be submitted using the CT AVCRAD Supply Form 406A. This can be sent via Fax, e-mail or hard copy U.S. Mail.

(b) Upon receipt of the hard copy request, the 1109th AVCRAD will annotate the Julian date that the request was received.

(c) The 1109th AVCRAD will then enter the request into ARMMIS.

(d) The requisition will then be reviewed for sufficient funds via the ARMMIS accounting module.

1. If funds are available, the requests are approved.

2. If funds are not available, the requests are placed in short-term hold (unfunded).

(e) After review for funding, ARMMIS will generate a MILSTRIP and send it to the Standard Army Retail Supply System (SARSS-1) via the 1109th AVCRAD's NGBCU. Requisitions will be processed to the USPFO SARSS-2, twice daily or as needed.

(f) USPFO will normally transmit requisitions to the National Inventory Control Point (NICP) twice daily or as needed.

(g) In order to receive status on a non-NGBCU blasted request, AASFs must contact the 1109th AVCRAD Material Management Division via phone or e-mail. They may also make an inquiry directly to the NICP via DESEX.

b. Stock Funded/Depot Level Repairable Program (SF/DLR). The SF/DLR program is a unique program designated by the Department of the Army for procurement of parts and designated components that when ordered are accompanied with a turn-in. When the turn-in is received at the Depot, the customer receives a credit. SF/DLR parts are identified as follows.

(1) The MATCAT field must contain a 2 in the second position.

(2) Must be a class II or IX in the SCMC field.

(3) Has a Maintenance Repair Code (MRC) of "D" (depot) or "L" (special repair activity).

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(4) Field repairable with an MRC of "O" (organizational), "F" (direct support), or "H" (general support) and an Automatic Return Item (ARI) coded C, E, R or S.

c. Repairable Management (RM) Program.

(1) The RM program is designed to manage designated unserviceable repairable Class IX parts, components, and assemblies. RM program items are unique items that are issued from a specific stock. These are items that can be repaired at a cost savings benefit to the Army National Guard. The customer is not charged full AMDF price, but an "average repair cost". The average repair cost is based on calculations determined by the ARMMIS accounting module. This includes parts and labor. It is also based on a non-serviceable repair item being turned in with the request.

(2) Items designated as RM are published periodically by the 1109th AVCRAD as the RM List. Copies will be furnished to each AASF and SAAO in the 1109th AVCRAD's Support Area. Periodic changes to the list will be published and distributed as required.

(3) All RM requests and turn-ins are submitted via a DD Form 2765-1 or a CT AVCRAD Supply Form 406A and 406B Form. RM Requests will be either faxed, e-mailed, or mailed to the 1109th AVCRAD.

(4) Consideration will be made to add items to the 1109th AVCRAD's RM List after careful consideration of the following.

- (a) AMDF cost of the component.
- (b) The 1109th AVCRAD's repair capability.
- (c) The average cost to repair the item to include labor and parts.
- (d) Current 1109th AVCRAD stock position.
- (e) Demand history.
- (f) Existing 1109th AVCRAD workload and backlog.

(5) Whenever the average repair cost, to include labor as well as parts, exceeds the Maintenance Expenditure Limits (MEL) established in TB 43-0002-3, the component will be considered for removal from the 1109th AVCRAD RM List.

d. Receipt of Parts.

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(1) When parts are received, AASFs will closeout the receipt in ULLS-A. On the next NGBCU daily blast this receipt will be transmitted from the AASF to the 1109th AVCRAD as a "D6S" status code.

(2) If the NGBCU is not operational or is not being utilized, it can be submitted via Fax, e-mail, or U.S. Mail utilizing the accompanying DD Form 1348-1A. 1109th AVCRAD personnel will close out the document number via ARMMIS.

(3) For items that are received with a DA Form 2765-1 (Reclamation and RM), the completed DA Form 2765-1 will be forwarded to the 1109th AVCRAD via fax or U.S. mail.

e. Reclamation. The 1109th AVCRAD maintains a Cannibalization Point (reclamation).

(1) Items designated as reclamation are published periodically by the 1109th AVCRAD as the Reclamation List. Copies will be furnished to each AASF and SAAO in the 1109th AVCRAD's Support Area. Periodic changes to the list will be published and distributed as required. The Reclamation List is also published on the 1109th AVCRAD's web page and can be accessed at the following internet address:

<http://www.ct.ngb.army.mil/units/AVCRAD/index.htm>.

(2) Each AASFs should review the list prior to submitting a requisition to the 1109th AVCRAD. Currently this includes only UH-1H/V and OH-58A/C parts.

(3) A DA Form 2765-1 will be submitted for all requisitions for items from reclamation.

6. **Aircraft-on-the-Ground (AOG)**. The U.S. Army policy for aircraft-on-the-ground (AOG) policy expedites requisitions for repair parts which physically ground an aircraft. The Army National Guard policy on AOG is covered in a memorandum, NGB-AVN, dated 19 August 1992, subject: Aviation Systems Command Aircraft on the Ground Program.

a. To qualify as an AOG requisition, the following conditions must exist.

(1) The aircraft is on the ground in a Red "X" status.

(2) A previous requisition has not been submitted for the part currently required.

(3) No more than three (3) requisitions will be submitted per aircraft. Receipt of these parts will return the aircraft to a fully mission capable status.

b. AOG Ordering Procedures.

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(1) AOG requests will be submitted via the normal Class IX (SF/DLR or Non-SF/DLR) requisition process.

(2) The required delivery date must be "N____" and the project code "AOG".

c. The following are not authorized for justification to submit a requisition as "AOG".

(1) Requisitions for aircraft currently in phase maintenance.

(2) Upgrading of supply status from non-AOG to AOG.

(3) Replenishment of Prescribed Load Lists (PLL) or Authorized Stockage Lists (ASL).

(4) Normal Non-Mission Capable Supply (NMCS) requisitions.

7. **Funding.**

a. Class IX SF/DLR.

(1) National Guard Bureau Aviation & Safety Division (NGB-AVS-A) makes SF/DLR Allocations annually to the USPFO for CT. These allocations are made based on unit, mission, aircraft type, Force Activity Designator (FAD), and other operational costs for each unit within the 1109th AVCRAD Support Area. Units are designated by specific funding account codes (AMSCO). The 1109th AVCRAD receives this breakdown at the beginning of the fiscal year. Upon receipt of the funding breakdown, the 1109th AVCRAD Budget Manager forwards this breakdown by unit to the State Army Aviation Officers (SAAO) for the supported states.

(2) The 1109th AVCRAD transmits weekly to the SAAOs an ARMMIS accounting report that provides a breakdown of SF/DLR funding by AMSCO. This breakdown includes annual funding program (AFP), credits received year to date, funds expended year to date, and current balance. These reports are normally sent via e-mail.

(3) The 1109th AVCRAD updates all SF/DLR accounts with credits as received through the accounting process from the USPFO of Connecticut.

(4) The transfer of funds between units of the same state with the same AMSCO must be approved by the SAAO. Transfer of funds between AMSOs or between states can only be approved by NGB-AVS-A.

b. Class IX Non-SF/DLR.

(1) NGB-AVS-A makes Class IX Non-DLR allocations to the individual states for each

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aviation unit. Units that process their Class IX Non-DLR requisitions through the 1109th AVCRAD, must submit a Military Inter-Departmental Purchase Request (MIPR) DD Form 448 for funding of each DODDAC that will be supported. This MIPR can be updated throughout the year. Eventually, all units within the support area will process their Class IX Non-DLR requisitions through the 1109th AVCRAD.

(2) The 1109th AVCRAD transmits weekly to the SAAOs an ARMMIS accounting report that provides a breakdown of Class IX Non-SF/DLR funding by AMSCO. This breakdown includes annual funding program (AFP), credits received year to date, funds expended year to date, and current balance. These reports are normally sent via e-mail.

(3) The 1109th AVCRAD updates all Class IX Non-SF/DLR accounts with credits as received through the accounting process from the USPFO of Connecticut.

c. Repairable Management (RM).

(1) All transactions for RM items are processed against the SF/DLR funds of the supported unit. Accounting of funds for SF/DLR is per paragraph 5.b. above.

(2) Customers are charged an "average repair cost" for RM items based on the ARMMIS accounting module. This includes parts and labor.

d. Reclamation. Parts received from the Cannibalization Point (reclamation) are issued to the customer at no cost "free issue", unless directed by NGB-AVS-A.

8. **Class IX Credits.** All Class IX SF/DLR and Non-SF/DLR turn-in items are eligible for credit.

a. The following conditions effect the eligibility for credit to be issued by the NICP for an item.

(1) Condition code of the item upon turn-in.

(2) Stockage of the item at the NICP for the item being turned-in.

(3) Mission Design Series (MDS) of the aircraft for which the part supports.

b. The 1109th AVCRAD updates all SF/DLR accounts with credits as received through the accounting process from the USPFO of Connecticut.

c. The amount of expected credit can be obtained from the FEDLOG for each National Stock

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Number (NSN) item.

- d. Serviceable parts turned in to the 1109th AVCRAD will not receive credit.
- e. The 1109th AVCRAD does track expected credit by state, AASF, and unit throughout the year.
- f. Credits can be denied or reversed based on any of the following:
 - (1) NSN of the item received is not the NSN reported to the NICP.
 - (2) Condition Code of the item received is not the same condition code reported to the NICP.
 - (3) The item is not received by the depot in the prescribed time or in a timely manner.
 - (4) Improper packaging of the item.
 - (5) Incorrect quantity or other discrepancies.

9. **Turn-In Procedures.**

- a. General.
 - (1) Customers will report an item for turn-in only after the item is ready for shipment.
 - (2) Once a customer has processed an item for turn-in, the 1109th AVCRAD will furnish the customer with the appropriate shipping documents (SARSS Material Release Order (MRO) and Commercial Bill of Lading (CBL) if required) for returns of items to the 1109th AVCRAD or designated depot.
 - (3) RM turn-in items will always be turned-in to the 1109th AVCRAD.
 - (4) An item with an Acquisition Advice Code (AAC) of "W" cannot be used as a turn-in.
 - (5) All serviceable excess items will be returned to the 1109th AVCRAD with a completed DD Form 1574 as per DA Pam 738-751. A turn-in document will be required and attached to the item prior to shipment.
 - (6) If a turn-in must be cancelled for whatever reason, AASFs will forward a CT AVCRAD Supply Form 407 to the 1109th AVCRAD via FAX, e-mail or U.S. mail.

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b. Consumable (Aviation Class IX).

(1) Non-Repairable components with Recovery Code (RC) F, H, will be turned – in by the customer to their supporting USPFO. The customer will turn in all Hazardous Materiel items, e.g. aircraft batteries, to their supporting USPFO Hazardous Materiel Control Officer.

(2) Repairable components (green tag items) with an RC of F, H will be reported to the 1109th AVCRAD by the customer and held pending disposition. Upon receipt of disposition, from SARRS-1, the 1109th AVCRAD will provide this to the proper customer.

(3) All consumable Serviceable Excess, Condition Code (CC) “A” items will be processed through the 1109th AVCRAD. Customers will retain items at their facilities pending disposition. No credit is authorized for excess turn – ins that are sent to the 1109th AVCRAD.

c. Turn-In Not Available at Time of Requisition. If the turn- in is being held until receipt of requisitioned part, the customer has 10 workdays after receipt of the serviceable item to process the turn-in.

10. Attached at Annex D, you will find a flow diagram that outlines the parts requisitioning procedures along with the maintenance flow procedures for the 1109th AVCRAD. This is provided for your assistance in understanding the process

11. All questions and inquiries as to the content of this SOP will be directed to the 1109th AVCRAD Material Management Division at DSN 636-0940 or commercial (860) 441-2940.

WILLIAM P. SHEA
LTC, AV, CTARNG
1109th AVCRAD Supervisor

Annexes

- A – CT AVCRAD Supply Form 406A
- B – CT AVCRAD Supply Form 406B
- C – CT AVCRAD Supply Form 407
- D – CT AVCRAD Maintenance/Supply Flow Diagram

DLR REQUEST

STATE/FACILITY: _____

DODAAC: _____

UIC: _____

DOCUMENT NUMBER: _____

AIRCRAFT TYPE: _____

END ITEM CODE: _____

TAIL NUMBER: _____

ITEM DESCRIPTION: _____

NSN: _____

UNIT OF ISSUE: _____

PRIORITY: _____

QTY: _____

REMARKS: _____

SENDER'S NAME: _____

AVCRAD USE ONLY

SOS: _____

AAC: _____

PRICE: _____

MR: _____

ARI: _____

DATE RECEIVED: _____

DATE UNFUNDED: _____

DATE APPROVED: _____

SUPP FORM 406A MAY 1998

PREVIOUS EDITIONS ARE OBSOLETE

DLR TURN-IN

STATE/FACILITY: _____

DODAAC: _____

UIC: _____

DOCUMENT NUMBER: _____

AIRCRAFT TYPE: _____

ITEM DESCRIPTION: _____

NSN: _____

QUANTITY: _____ UNIT OF ISSUE: _____

SERIAL NUMBER(S): _____

CONDITION CODE: _____

SENDER'S NAME: _____

REMARKS: _____

FOR GBL ITEMS ONLY:

WEIGHT: _____

CUBE: _____

CONTAINER TYPE: _____

AVCRAD USE ONLY

DATE RECEIVED: _____

PRICE: _____ SOS: _____ SOS: _____ MR CODE: _____

DATE PROCESSED: _____

AAC: _____ ARI: _____ T/I LOC: _____

REMARKS: _____

SUPP FORM 406B MAY 1998

PREVIOUS EDITIONS ARE OBSOLETE

DLR TURN-IN CANCELLATION

STATE/FACILITY: _____

UIC: _____

DATE CANCELLED: _____

TURN-IN DOCUMENT NUMBER: _____

ITEM DESCRIPTION: _____

NSN: _____

QUANTITY: _____

REASON FOR CANCELLATION: _____

MAINTENANCE OFFICER SIGNATURE: _____

FACILITY COMMANDER SIGNATURE: _____

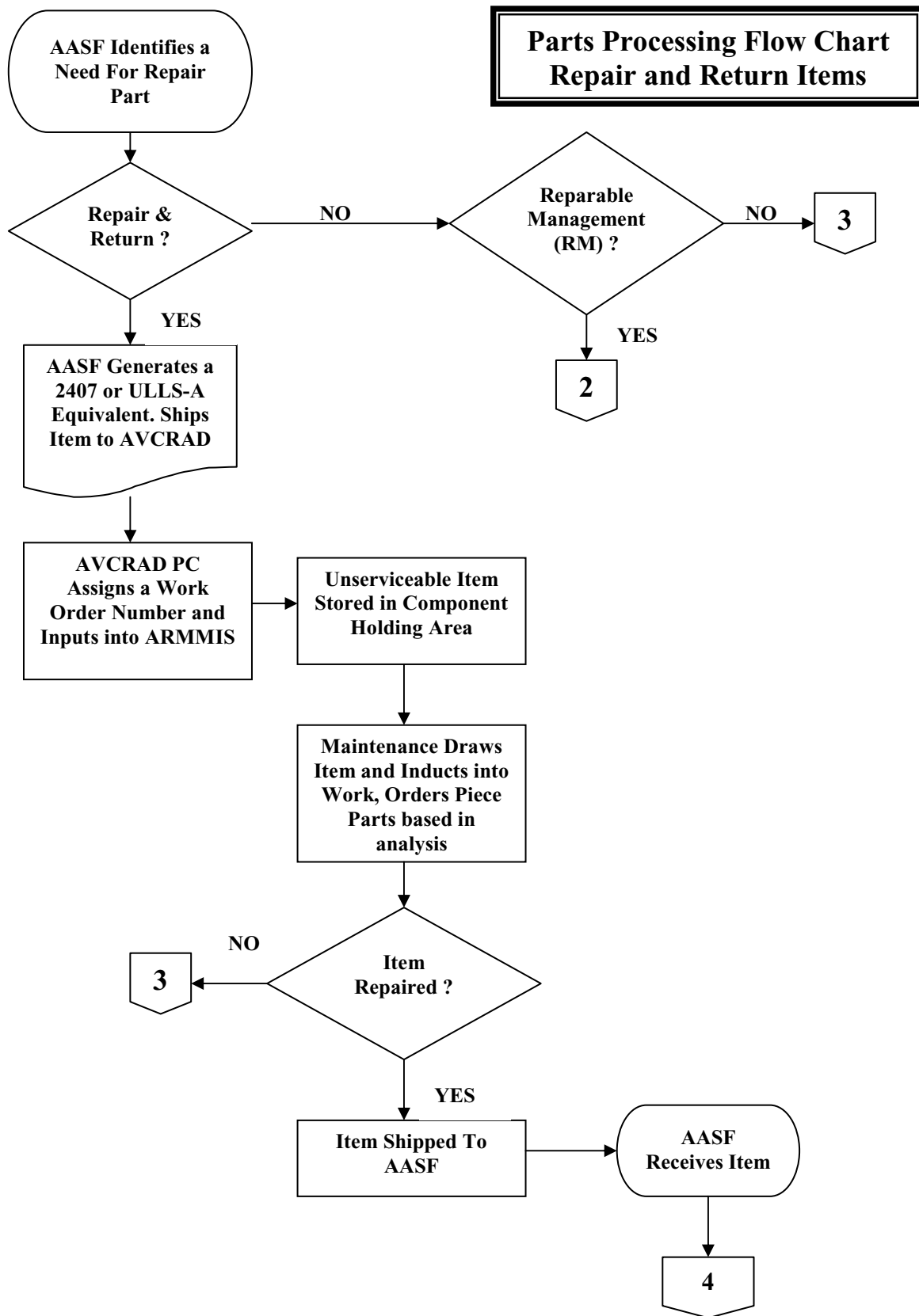
AVCRAD USE ONLY

DATE RECEIVED: _____ DATE PROCESSED: _____

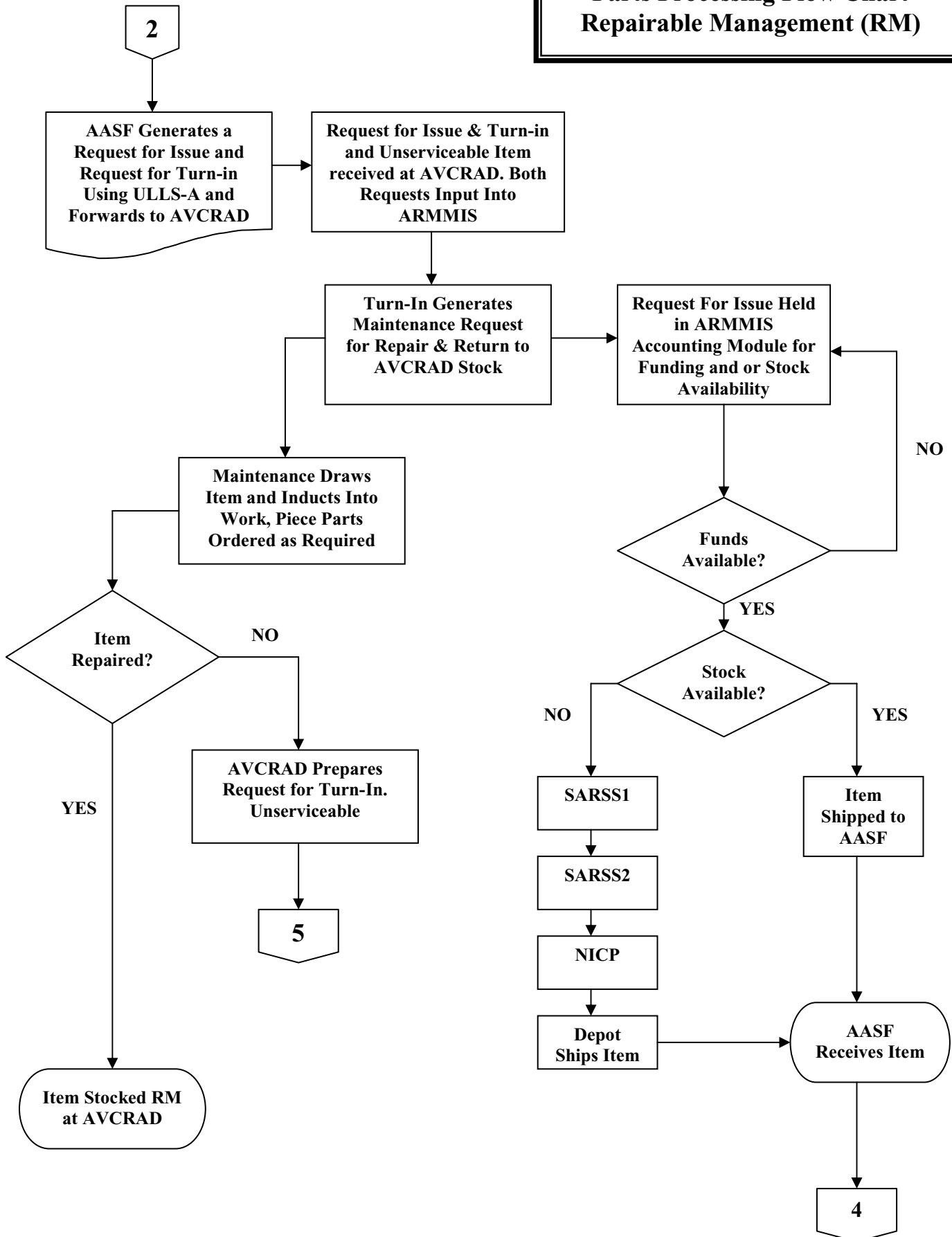
INVENTORY ADJUSTMENT REPORT #: _____

DATE IAR COMPLETED: _____

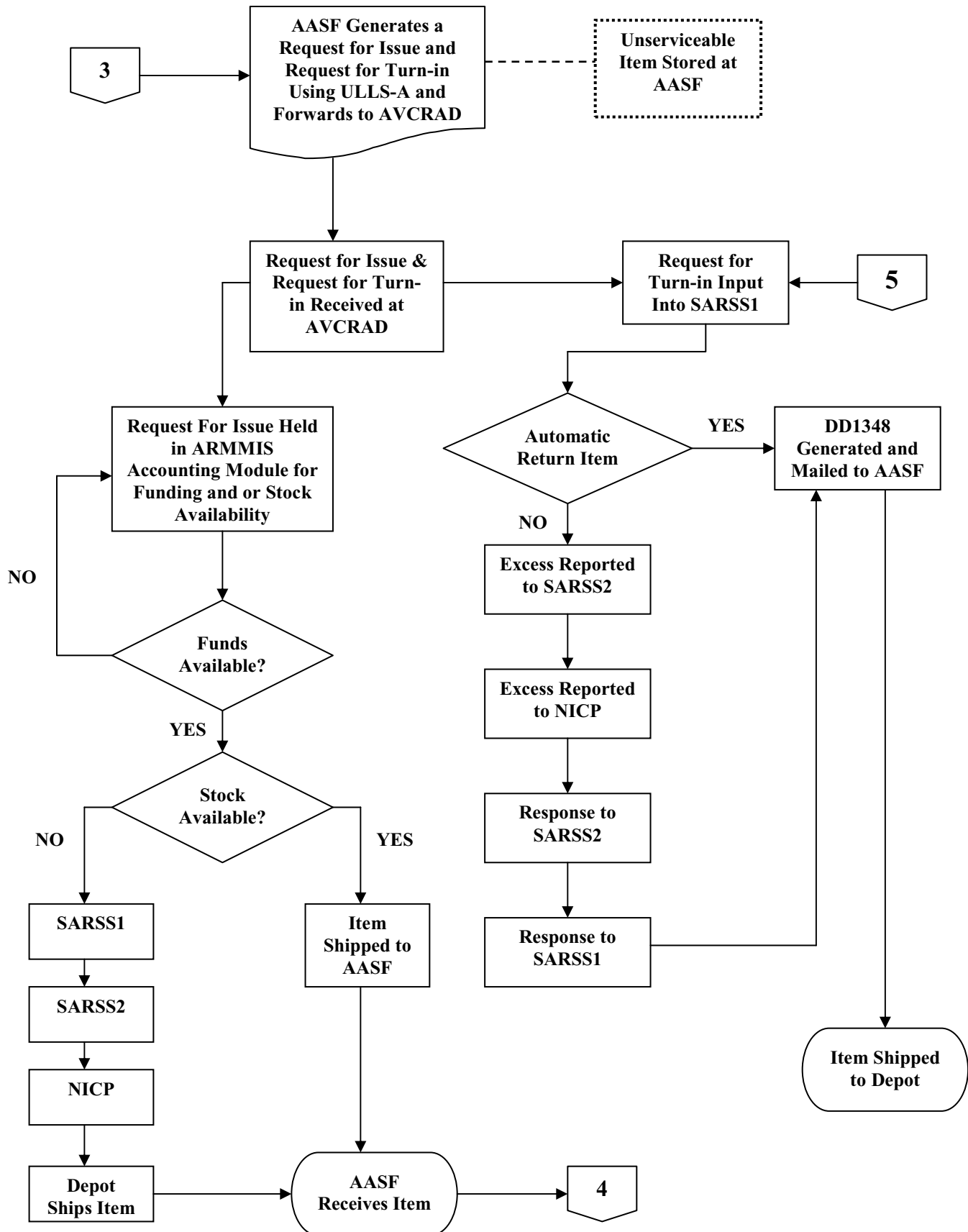
SIGNATURE: _____



Parts Processing Flow Chart Repairable Management (RM)



Parts Processing Flow Chart Issue and Turn-In



Parts Processing Flow Chart Return Receipt of Parts Delivery

